Chapter 2 Procedures

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Function Overview

This section describes the key events to process and view the receipt, invoice, and payment documents in AGPS. These procedures will include, as a minimum, order receipt, invoice and payment processing.

The purpose of this section is to describe the procedures for entering receipts of goods and services into AGPS.

RECEIPT PROCESSING OVERVIEW

To begin the process, a purchase order record must exist in AGPS before a receipt can be recorded. This order may have been awarded through the requisition and solicitation process or it may have been entered directly into the Order database.

All receipts against an order may be recorded at once or there may be multiple receipts against the order. Each receipt consists of a receipt header record which contains certain basic information about the receipt as a whole and at least one receipt line record. The receipt line record contains the quantity received against that line of the order. Normally, the quantity received cannot be greater than allowed variances of the related AGCY record or the BINS Table record variances.

For a 3 way match, the receipt information is ultimately used at payment time to compare to the invoiced information. For a 2 way match, the receipt information is the basis for the payment information so at payment time there is no need to compare to the invoiced information. Receipt information is not necessary to pay a vendor for a blanket order, but routinely receipt information is entered.

There must be a receipt header for every receipt entered into AGPS. When AGPS creates a receiver number, the user should write the AGPS receiver number on the receiving document (or elsewhere as necessary) to be used for future reference.

The OREC transaction creates a receiving line for each of the order lines in the Order Quantity Table (OQTY) in preparation for entering the quantities received.

When the last order line has been received final and posted, AGPS will automatically set the order status code to 480 - Final Receipt Processed.

The purpose of this section is to describe the procedures for entering invoices for goods and services into AGPS.

INVOICE PROCESSING OVERVIEW

To begin the process, a purchase order record must exist in AGPS before an invoice can be recorded. This order may have been awarded through the requisition and solicitation process or it may have been entered directly into the Order database.

All invoices against an order may be recorded at once or there may be multiple invoices against the order. Each invoice consists of an invoice header record which contains certain basic information about the invoice as a whole and at least one invoice line record. The invoice line record contains the quantity and any adjustment to the amount for that line of the order. Normally, the quantity invoiced cannot be greater than the allowed variances over the quantity ordered and the unit price is not allowed to be changed on the invoice line. However, a Price/Quantity Variance flag on the invoice header will be set by the system to allow variances on Blanket Orders.

Entered invoice information is ultimately used at payment time to compare to the received and ordered information (3 way match).

There must be an invoice header for every invoice entered into AGPS. The OINV transaction will create an invoice line for each of the original order lines in preparation for entering the invoice amounts.

The purpose of this section is to describe the procedures for processing payment in AGPS. Payments in AGPS may be processed with receiving and/or invoice records, but in no case can a payment be processed in AGPS without an order record. To process a payment without referencing a purchase order, the user must process it directly into the accounting system.

PAYMENT PROCESSING OVERVIEW

The routine method of processing payments is to first process a receipt against the order then process an invoice against the order and finally process a payment against the invoice. In real life, partial receipts generate multiple receiving documents which may be followed by multiple invoices or combined on one invoice. Consequently, AGPS must be capable of processing these and other combinations of receiving documents and invoices.

As the receipts and invoices are processed, corresponding payment records are built to be available for approvals. When the invoices are processed to the office for approval, using the order number and the invoice number on the vendor's invoice, the approving official will retrieve the payment records for the order. The approving official will record certain information needed by the accounting system and approve the payment to be paid.

When the approving official sets the approval payment indicator on the payment record and changes the status code to 635, the payment record will be processed to accounting.

1 PROCESS ORDER AMOUNT RECORDS

1.1 Inquire Order Amount Table

Overview

The AGPS user is provided the capability to view the order amount table record listing for display of the processed accounting distribution for an order by use of the OAMT screen.

Inputs

! Required order number

! Required order accounting distribution document line number

Outputs

! Display of requested document

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order accounting distribution document to be viewed.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
ORDR 4: OACG	**Account Dist Number** must be a valid order base accounting distribution line number in the OACG Table.
OCHG 4: OCAC	**Account Dist Number** must be a valid order base accounting distribution line number in the OCAC Table.
RIP 4: OAMT	**Account Dist Number** must be a valid order accounting distribution line number in the OAMT Table.
	2. View OAMT record data in AGPS.
RIP 4: OAMT	a. If you are not in the OAMT screen, type **OAMT** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.

Cross-Reference Steps

d. Using the TAB key, move to Line No. field and type desired line number.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

1.2 Inquire Order Amount Table #2

Overview

The AGPS user is provided the capability to view detailed Order Amount Table documents by use of the OAM2 screen.

Inputs

! Required order number

! Required order accounting distribution document line number

Outputs

! Display of requested document

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order amount document to be viewed.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
ORDR 4: OACG	**Acct Dist Number** must be a valid order base accounting distribution line number in the OACG Table.
RIP 4: OAMT	**Acct Dist Number** must be a valid order accounting distribution line number in the OAMT Table.
	2. View OAM2 record data in AGPS.
RIP 4: OAM2	a. If you are not in the OAM2 screen, type **OAM2** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Line No. field and type desired line number.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

2 PROCESS ORDER QUANTITY RECORDS

2.1 Inquire Order Quantity Table

Overview

The AGPS user is provided the capability to view the quantity ordered, received, invoiced and amount invoiced and approved for payment for an order line. By using this screen the user will view a summary listing of order quantity records recorded for a specified order. This is accomplished by use of the OQTY screen.

Inputs

! Required order number

! Required order line number

Outputs

! Display of requested document

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order quantity line document to be viewed.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
ORDR 4: OLIN	**Line number** must be a valid order commodity line number in the OLIN Table.
OCHG 4: OCLN	**Line number** must be a valid change order commodity line number in the OCLN Table.
RIP 4: OQTY	**Line number** must be a valid order line number in the OQTY Table.
	2. View OQTY record data in AGPS.
RIP 4: OQTY	a. If you are not in the OQTY screen, type **OQTY** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Line Number field and type desired line number.

Cross-Reference	Steps
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

2.2 Inquire Order Quantity Table #2

Overview

The AGPS user is provided the capability to view the quantity ordered, received, invoiced and amount invoiced and approved for payment for an order line. By using the OQT2 screen the user will view a detailed record of order quantity records recorded for a specified order.

Inputs

! Required order number

! Required order line number

Outputs

! Display of requested document

Completing The Procedure

Cross-Reference	Steps		
	1.	Determine the agency's order quantity line document to be viewed.	
ORDR 4: ORDR		**Order number** must be a valid number in the ORDR Table.	
ORDR 4: OLIN		**Line number** must be a valid order commodity line number in the OLIN Table.	
OCHG 4: OCLN		**Line number** must be a valid change order commodity line number in the OCLN Table.	
RIP 4: OQTY		**Line number** must be a valid order line number in the OQTY Table.	
	2.	View OQTY record data in AGPS.	
RIP 4: OQT2		a.	If you are not in the OQT2 screen, type **OQT2** in the Function Line and press RETURN/ENTER.
		b.	Type **INQUIRE** in the Function Line.
		c.	Using the TAB key, move to Order Number field and type desired order number.
		d.	Using the TAB key, move to Line Number field and type desired line number.
	3.	Press RETURN/ENTER.	

Cross-Reference Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

3 ORDER RECEIPT PROCESSING

3.1 Add Order Receiver Header and Lines

Overview

The AGPS user is required to record receipt for an order in AGPS for subsequent invoice and/or payment processing. By using the OREC screen the user will add the order receiver header and line documents in AGPS.

Inputs

- ! Required order number
- ! Required ship-to-agency if order document type is BPA or BPC
- ! Required ship-to sub-agency if order document type is BPA or BPC
- ! Required contract number if order document type is BPC
- ! Required receipt date
- ! Required partial/final indicator (P/F)

Outputs

- ! Updated OREC Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which receipt is to be processed.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
AGCY 4: AGCY	**Ship-to agency** must be valid and active agency in the AGCY Table.
AGCY 4: AADR	**Ship-to sub-agency** combined with ship-to agency must be key to valid and active record in the AADR Table.
KONT 4: KONT	**Contract number** must be a valid and active contract in the KONT Table.
	2. Entry of OREC record data into AGPS.
RIP 4: OREC	a. If you are not in the OREC screen, type **OREC** in the Function Line and press RETURN/ENTER.

Cross-Reference Steps

b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

c. Using the TAB key, move to Order Number field and type desired order number. **NOTE: At this point, the user can press Return/Enter if status default of 620 is desired. Any further information that is required for the add of an OREC record will be defaulted or required by AGPS as necessary.**

d. Using the TAB key, move to AGCY Receiver # field and type desired agency receiver number, e.g. 100, 103, 201, etc.

e. Using the TAB key, move to Ship-To Agency field and type desired ship-to agency number.

f. Using the TAB key, move to Ship-To Sub-Agency field and type desired ship-to sub-agency number.

If...	Then...
Order document type is BPC	Ship-To Agency/Sub-Agency must be equal KLIN

g. Using the TAB key, move to Contract Number field and type desired contract number.

h. Using the TAB key, move to Status Code field of OREC and type desired status code. Default is 620.

If...	Then...
Order document type is BPA or BPC or any other document type	Type status code = **620** Builds ORLN and creates required approvals
Order document type is not BPA or BPC and default receipt quantities are desired	Type status code = **630** Builds ORLN, defaults quantity and creates required approvals

i. Using the TAB key, move to Receipt Date field and type desired receipt date.

Cross-Reference Steps

j. Using the TAB key, move to Part/Final field and type desired partial/final indicator.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.2 Change Order Receiver Header

Overview

The AGPS user is provided the capability to maintain the receipt header for an order in AGPS for subsequent invoice and payment processing. By using the OREC screen the user may change the order receiver header document in AGPS.

Inputs

- Required order number
- Required order receiver number
- Required receipt date

Outputs

- Updated OREC Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order receiver header is to be changed.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OREC	**Order receiver** must be a valid receiver for the order number in the OREC Table.
	2. Change OREC record data in AGPS.
RIP 4: OREC	a. If you are not in the OREC screen, type **OREC** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Receiver Number field and type desired receiver number.
	e. Press RETURN/ENTER.
	NOTE: Requested record should be displayed.

Cross-Reference Steps

f. Type **CHANGE** in the Function Line and TAB to the following fields and change the information as necessary.

g. Using the TAB key, move to AGCY Receiver # field and type desired agency receiver number.

h. Using the TAB key, move to Ship-To Agency field and type desired ship-to agency number.

i. Using the TAB key, move to Ship-To Sub-Agency field and type desired ship-to sub-agency number.

If...	Then...
Order document type is BPC	Ship-To Agency/Sub-Agency must be equal KLIN

j. Using the TAB key, move to Contract Number field and type desired contract number.

k. Using the TAB key, move to Vendor No field and type desired vendor number. Vendor must be valid and active in VEND Table.

l. Using the TAB key, move to Receipt Date field and type desired receipt date.

m. Using the TAB key, move to Part/Final field and type desired partial/final indicator.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.3 Change Order Receiver Line

Overview

The AGPS user is provided the capability to maintain the receiver line for processing of receipt in AGPS for subsequent invoice and payment processing. By using the ORLN screen the user may change the order receiver line document in AGPS.

Inputs

! Required order number

! Required order receiver number

! Required order receiver line number

Outputs

! Updated ORLN/OQTY Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order line for which order receiver line is to be changed.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OREC	**Order receiver** must be a valid receiver for the order number in the OREC Table.
RIP 4: ORLN	**Order receiver line** must be a valid receiver line for the order number in the ORLN Table.
INST 4: BTAB	**Special Condition** code must be a valid entry in BTAB Table SP (Special Condition Code).
	2. Change ORLN record data in AGPS.
RIP 4: ORLN	a. If you are not in the ORLN screen, type **ORLN** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Receiver Number field and type desired receiver number.

Cross-Reference Steps

e. Using the TAB key, move to Line field and type desired order receiver line number.

f. Press RETURN/ENTER.

NOTE: Requested record should be displayed.

g. Type **CHANGE** in the Function Line.

h. Using the TAB key, move to QTY Received field and type desired quantity received.

i. Using the TAB key, move to Unit field and type desired unit of measure received if different from the original unit of measure ordered.

j. Using the TAB key, move to P/F field and type desired partial/final indicator.

k. Using the TAB key, move to Spec Cond field and type desired special condition code.

l. Using the TAB key, move to Lot Code/Part # field and type desired lot code or part number for inventory item if required by the GFS Inventory System.

m. Using the TAB key, move to Expiration Date field and type desired expiration date for inventory item if Lot Code is required.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.4 Cancel Order Receiver Header/Line(s)

Overview

The AGPS user is provided the capability to cancel order receiver header (OREC) and line (ORLN) records that were added with invalid key(s) is no longer required due to another receipt action. This is accomplished by use of the OREC screen.

Inputs

- Required order number
- Required order receiver number

Outputs

- Update of OREC and OQTY Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order receiver header/line(s) is to be canceled. **OREC must be at status code > 600 and less than 640 to be canceled**.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OREC	**Order receiver** must be a valid receiver for the order number in the OREC Table.
	2. Cancel of OREC/ORLN record in AGPS.
RIP 4: OREC	a. If you are not in the OREC screen, type **OREC** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Receiver Number field and type desired receiver number.
	e. Press RETURN/ENTER. NOTE: Requested record should be displayed.
	f. Type **CHANGE** in the Function Line.

Cross-Reference	Steps

g. Using the TAB key, move to the Status Code field and type status code **696-699**.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.5 Inquire Order Receiver Header

Overview

The AGPS user is provided the capability to inquire order receiver header (OREC) records. This is accomplished by use of the OREC screen.

Inputs

! Required order number

! Required order receiver number

Outputs

! Display of requested record

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order receiver header/line(s) is to be inquired.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OREC	**Order receiver** must be a valid receiver for the order number in the OREC Table.
	2. Inquire of OREC record in AGPS.
RIP 4: OREC	a. If you are not in the OREC screen, type **OREC** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Receiver Number field and type desired receiver number.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

3.6 Inquire Order Receiver Line(s)

Overview

The AGPS user is provided the capability to inquire order receiver line(s) (ORLN) records. This is accomplished by use of the ORLN and ORL2 screens.

Inputs

- Required order number
- Required order receiver number
- Required order receiver line number

Outputs

- Display of requested record

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order receiver line(s) is to be inquired.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OREC	**Order receiver** must be a valid receiver for the order number in the OREC Table.
RIP 4: ORLN/ORL2	**Order receiver line** must be a valid receiver line for the order number in the ORLN Table.
	2. Inquire of ORLN/ORL2 record in AGPS.
RIP 4: ORLN/ORL2	a. If you are not in the ORLN or ORL2 screen, type **ORLN** or **ORL2** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Receiver Number field and type desired receiver number.
	e. Using the TAB key, move to Line field and type desired order receiver line number.

Cross-Reference	Steps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

3.7 Post Order Receiver Header/Line(s)

Overview

The AGPS user is provided the capability to post completed order receiver header/line(s) (OREC/ORLN) records. This is accomplished by use of the OREC screen.

Inputs

! Required order number

! Required order receiver number

Outputs

! Update OREC and OQTY

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order receiver header/line(s) is to be posted.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OREC	**Order receiver** must be a valid receiver for the order number in the OREC Table.
	2. Inquire of OREC record in AGPS.
RIP 4: OREC	a. If you are not in the OREC screen, type **OREC** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Receiver Number field and type desired receiver number.
	e. Press RETURN/ENTER.
	3. Post OREC/ORLN record(s) in AGPS.
	a. Type **CHANGE** in the Function Line.
	b. Using the TAB key, move to Status Code field and type **640 or 650**.

Cross-Reference Steps

If...	Then...
Order document type is a contract release type (CRO, CER, etc.)	Status Code may be changed to **640** (post receipt and build payment record - 2 way match) if the BIN3 2 Way Match indicator is **Y**.

If...	Then...
Order document type is **NOT** a contract release type (POR, DPA, etc.)	Status Code must be changed to **650** (post receipt)

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.8 Reverse Post Order Receiver Header/Line(s)

Overview

The AGPS user is provided the capability to reverse post completed order receiver header/line(s) (OREC/ORLN) records. **An OREC created by the OINV All-In-One (SC = 640) process cannot be processed for reverse post with OREC. The user must use OINV Reverse Post**. This is accomplished by use of the OREC screen.

Inputs

! Required order number

! Required order receiver number

Outputs

! Update OREC and OQTY

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order receiver header/line(s) is to be reverse posted. Status must be 641 or 651.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OREC	**Order receiver** must be a valid receiver for the order number in the OREC Table.
	2. Inquire of OREC record in AGPS.
RIP 4: OREC	a. If you are not in the OREC screen, type **OREC** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Receiver Number field and type desired receiver number.
	e. Press RETURN/ENTER.
	3. Reverse Post OREC/ORLN record(s) in AGPS.
	a. Type **CHANGE** in the Function Line.

Cross-Reference Steps

b. Using the TAB key, move to Status Code field and type **660**.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Upon successful reverse post of a receipt record all related payment, receipt and approval records will be canceled.

3.9 Receipt Approval Processing

Overview

The AGPS user is provided the capability to process receipt approvals generated by the system for (OREC/ORLN) records. This is accomplished by use of the OREC and PAPV screens.

Inputs

! Required order number

! Required order receiver number

! Required approval record keys

Outputs

! Updated OREC, OQTY and PAPV

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order receiver header/line(s) require approval processing. Status will be 646.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OREC	**Order receiver** must be a valid receiver for the order number in the OREC Table.
EAP 4: PAPV	**Document number** must be a valid order number for a valid OREC record in the OREC Table.
	Document suffix must be a valid receiver for a valid OREC record in the OREC Table.
	2. Inquire of OREC/ORLN record in AGPS.
RIP 4: OREC	a. If you are not in the OREC or ORLN screen, type **OREC** or **ORLN** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.

Cross-Reference Steps

d. Using the TAB key, move to Receiver Number field and type desired receiver number.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested OREC record.

Identify receipt records requiring approval, status code = 646.

4. Inquire of PAPV record in AGPS.

EAP 4: PAPV

a. If you are not in the PAPV screen, type **PAPV** in the Function Line and press RETURN/ENTER.

b. Type **INQUIRE** in the Function Line.

c. Using the TAB key, move to Document field and type desired order number.

d. Using the TAB key, move to Suffix field and type desired receiver number.

e. Using the TAB key, move to the remaining key fields of the PAPV record and space out the field.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display first PAPV record in the Table for the specified order number and receiver (suffix).

6. Using the procedures of Section 13, Electronic Approval Processing, Chapter 2, Procedures, process the PAPV record for approval.

4 ORDER INVOICE PROCESSING

4.1 Add Order Invoice Header and Lines

Overview

The AGPS user is provided the capability to record invoicing for an order in AGPS for subsequent payment processing. By using the OINV screen the user will add the order invoice header and line documents in AGPS. This is accomplished by use of the OINV screen.

Inputs

- Required order number
- Required vendor invoice number
- Required ship-to-agency if order document type is BPA, BPC or BPV
- Required ship-to sub-agency if order document type is BPA, BPC or BPV
- Required contract number if order document type is BPC or BPV
- Required date of invoice otherwise, record will default to current date
- Required date invoice received or BPA, BPC or BPV date
- Required amount of invoice

Outputs

- Updated OINV Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which invoice is to be processed.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
AGCY 4: AGCY	**Ship-to agency** must be valid and active agency in the AGCY Table.
AGCY 4: AADR	**Ship-to sub-agency** combined with ship-to agency must be key to valid and active record in the AADR Table.
CONT 4: KONT	**Contract number** must be a valid and active contract in the KONT Table.
	2. Entry of OINV record data into AGPS.

Cross-Reference	Steps	
RIP 4: OINV	a.	If you are not in the OINV screen, type **OINV** in the Function Line and press RETURN/ENTER.
	b.	Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.
	c.	Using the TAB key, move to Order Number field and type desired order number.
	d.	Using the TAB key, move to Vend Invoice No field and type desired vendor invoice number.
	e.	Using the TAB key, move to Amt of Invoice field and type desired invoice amount.
	NOTE:	**At this point the user can press Return/Enter if status default of 620 is desired. Any further information that is required for the add of an OINV record will be defaulted or required by AGPS as necessary.**
	f.	Using the TAB key, move to Ship-To Agency field and type desired ship-to agency number if order is BPA, BPC, or BPV.
	g.	Using the TAB key, move to Ship-To Sub-Agency field and type desired ship-to sub-agency number if order is BPA, BPC, or BPV.

If...	Then...
Order document type is BPC, BPM, or BPV	Ship-To Agency/Sub-Agency must be equal KLIN

h. Using the TAB key, move to Contract Number field and type desired contract number if order is BPC or BPV.

i. Using the TAB key, move to Status Code field of OINV and type desired status code.

Cross-Reference Steps

If...	Then...
Any order document type	Type status code = **620** **Builds OILN.** User must enter quantity.
Order document type is not BPA, BPC, BPM, or BPV	Type status code = **630** Builds OILN and defaults quantity.

j. Using the TAB key, move to Date of Invoice field and type desired invoice date.

k. Using the TAB key, move to Invoice Received Date field and type desired invoice received date. If not entered, will default to current date.

l. Using the TAB key, move to Amount of Invoice field and type desired invoice total amount.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.2 Change Order Invoice Header

Overview

The AGPS user is provided the capability to maintain the invoice header for an order in AGPS for subsequent payment processing. By using the OINV screen the user may change the order invoice header document in AGPS. This is accomplished by use of the OINV screen.

Inputs

! Required order number

! Required vendor invoice number

! Required receipt date

Outputs

! Updated OINV Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order invoice header is to be changed.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OINV	Order **vendor invoice number** must be a valid invoice for the order number in the OINV Table.
	2. Change OINV record data in AGPS.
RIP 4: OINV	a. If you are not in the OINV screen, type **OINV** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Vendor Invoice No field and type desired invoice number.
	e. Press RETURN/ENTER.
	NOTE: Requested record should be displayed.

Cross-Reference Steps

f. Type **CHANGE** in the Function Line.

g. Using the TAB key, move to Ship-To Agency field and type desired ship-to agency number if order is BPA, BPC, or BPV.

h. Using the TAB key, move to Ship-To Sub-Agency field and type desired ship-to sub-agency number if order is BPA, BPC, or BPV.

If...	Then...
Order document type is BPC, BPM, or BPV	Ship-To Agency/Sub-Agency must be equal KLIN

i. Using the TAB key, move to Contract Number field and type desired contract number if order is BPC or BPV.

j. Using the TAB key, move Status Code field and enter desired status code.

If...	Then...
Any order document type	Type status code = **620** **Builds OILN.** User must enter quantity.
Order document type is not BPA, BPC, BPM, or BPV	Type status code = **630** Builds OILN and defaults quantity.

k. Using the TAB key, move to Vendor No field and type desired vendor number if order is BPM or BPV. Vendor must be valid and active in VEND Table.

l. Using the TAB key, move to Date of Invoice field and type desired invoice date.

m. Using the TAB key, move to Invoice Received Date field and type desired invoice received date. If not entered, will default to current date.

n. Using the TAB key, move to Discount Percent field and type desired percentage.

Cross-Reference Steps

o. Using the TAB key, move to Discount Period field and type desired number of days for discount period.

p. Using the TAB key, move to Net Period field and type desired number of days for net discount period.

q. Using the TAB key, move to Amt of Invoice field and type desired invoice total amount.

r. Using the TAB key, move to Partial/Final field and type desired partial/final indicator.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.3 Change Order Invoice Line

Overview

The AGPS user is provided the capability to maintain the invoice line for processing of invoicing in AGPS for subsequent invoice and payment processing. By using the OILN screen the user may change the order invoice line document in AGPS. This is accomplished by use of the OILN screen.

Inputs

- Required order number
- Required vendor invoice number
- Required order invoice line number

Outputs

- Updated OILN Table and update of quantity/amount invoiced in the related OINV record.

Completing The Procedure

Cross-Reference	Steps		
	1.	Determine the agency's order line for which order invoice line is to be changed.	
ORDR 4: ORDR		**Order number** must be a valid number in the ORDR Table.	
RIP 4: OINV		**Vendor invoice number** must be a valid invoice for the order number in the OINV Table.	
RIP 4: OILN		**Order invoice line** must be a valid invoice line for the order number in the OILN Table.	
	2.	Change OILN record data in AGPS.	
RIP 4: OILN		a.	If you are not in the OILN screen, type **OILN** in the Function Line and press RETURN/ENTER.
		b.	Type **INQUIRE** in the Function Line.
		c.	Using the TAB key, move to Order Number field and type desired order number.
		d.	Using the TAB key, move to Vendor Inv No field and type desired vendor invoice number.

Cross-Reference Steps

e. Using the TAB key, move to Line No field and type desired order invoice line number.

f. Press RETURN/ENTER.

NOTE: Requested record should be displayed.

g. Type **CHANGE** in the Function Line.

h. Using the TAB key, move to ADJ (Adjustment) field and type desired price adjustment amount.

I. Using the TAB key, move to P/F field and type desired partial/final indicator.

j. Using the TAB key, move to QTY Inv field and type desired quantity invoiced from vendor's invoice.

k. Using the TAB key, move to U/P field and type desired unit of price invoiced from vendor's invoice.

l. Using the TAB key, move to CAT field and type desired catalog price from vendor's invoice for discount % off catalog items.

m. Using the TAB key, move to UOM Inv field and type desired unit of measure from vendor's invoice if different from the unit of measure ordered.

n. Using the TAB key, move to the Total Inv field and type the total invoice amount, excluding adjustments and other charges. Normally this is calculated by the system (quantity invoiced * unit price invoiced + adjusted amount). However, the user may enter a portion (invoiced amount) of the ordered amount, and the system will calculate the invoiced quantity automatically.

o. Using the TAB key, move to OTH CHRG field and type desired amount of other charges added to the invoice line that are not included in the invoiced amount or adjustment field.

p. Using the TAB key, move to Spec Cond field and type desired special condition code. Entry must be equal BTAB Table SP.

4. Press RETURN/ENTER.

Cross-Reference Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.4 Cancel Order Invoice Header/Line(s)

Overview

The AGPS user is provided the capability to cancel order invoice header (OINV) and line (OILN) records that were added with invalid key(s) is no longer required due to another invoice action. This is accomplished by use of the OINV screen.

Inputs

! Required order number

! Required vendor invoice number

Outputs

! Update of OINV Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order invoice header/line(s) is to be canceled. **OINV must be at status code > 600 and less than 640, and the quantity invoiced on OILN must be 0 to be canceled**.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OINV	**Vendor invoice number** must be a valid invoice for the order number in the OINV Table.
	2. Cancel of OINV/OILN record in AGPS.
RIP 4: OINV	a. If you are not in the OINV screen, type **OINV** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Vendor Invoice No field and type desired vendor invoice number.
	e. Press RETURN/ENTER.
	NOTE: Requested record should be displayed.

Cross-Reference Steps

f. Type **CHANGE** in the Function Line.

g. Using the TAB key, move to the Status Code field and type status code **696**.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.5 Inquire Order Invoice Header

Overview

The AGPS user is provided the capability to inquire order invoice header (OINV) records. This is accomplished by use of the OINV screen.

Inputs

- Required order number
- Required vendor invoice number

Outputs

- Display of requested record

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order invoice header/line(s) is to be inquired.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OINV	**Vendor invoice number** must be a valid invoice for the order number in the OINV Table.
	2. Inquire of OINV record in AGPS.
RIP 4: OINV	a. If you are not in the OINV screen, type **OINV** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Vendor Invoice No field and type desired invoice number.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

4.6 Inquire Order Invoice Line(s)

Overview

The AGPS user is provided the capability to inquire order invoice line(s) (OILN) records. This is accomplished by use of the OILN screen.

Inputs

- Required order number
- Required vendor invoice number
- Required vendor invoice line number

Outputs

- Display of requested record

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order invoice line(s) is to be inquired.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OINV	**Vendor invoice number** must be a valid invoice for the order number in the OINV Table.
RIP 4: OILN	**Order invoice line** must be a valid invoice line for the order number in the OILN Table.
	2. Inquire of OILN record in AGPS.
RIP 4: OILN	a. If you are not in the OILN screen, type **OILN** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Vend Inv No field and type desired invoice number.
	e. Using the TAB key, move to Line No field and type desired order invoice line number.

Cross-Reference Steps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

4.7 Post Order Invoice Header/Line(s)

Overview

The AGPS user is provided the capability to post completed order invoice header/line(s) (OINV/OILN) records. This is accomplished by use of the OINV screen.

Inputs

- Required order number
- Required vendor invoice number

Outputs

- Update OINV and OQTY

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order invoice header/line(s) is to be posted.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OINV	**Vendor invoice number** must be a valid invoice for the order number in the OINV Table.
	2. Inquire of OINV record in AGPS.
RIP 4: OINV	a. If you are not in the OINV screen, type **OINV** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Vendor Invoice No field and type desired invoice number.
	e. Press RETURN/ENTER.
	3. Post OINV/OILN record(s) in AGPS.
	a. Type **CHANGE** in the Function Line.

Cross-Reference Steps

b. Using the TAB key, move to Status Code field of OINV and type desired status code.

If...	Then...
Order Receipt record (OREC) exists	Type status code = **650** Posts **OILN** and creates payment records
Order Receipt record (OREC) does not exist and order document type is BPM or BPV or any other document type	Type status code = **640** Posts **OILN** and creates payment, receipt and payment approval records

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

NOTE: When the OINV record is posted successfully, AGPS creates an AGPS Invoice Number which can be found on the OINV screen.

4.8 Reverse Post Order Invoice Header/Line(s)

Overview

The AGPS user is provided the capability to reverse post completed order invoice header/line(s) (OINV/OILN) records. In order to reverse post, payment for the invoice cannot be processed to accounting. This is accomplished by use of the OINV screen.

Inputs

! Required order number

! Required vendor invoice number

Outputs

! Update OINV and OQTY

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order invoice header/line(s) is to be reverse posted. Status must be 641 or 651.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OINV	**Vendor invoice number** must be a valid invoice for the order number in the OINV Table.
	2. Inquire of OINV record in AGPS.
RIP 4: OINV	a. If you are not in the OINV screen, type **OINV** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Vendor Invoice No field and type desired invoice number.
	e. Press RETURN/ENTER.
	3. Post OINV/OILN record(s) in AGPS.
	a. Type **CHANGE** in the Function Line.

Cross-Reference Steps

b. Using the TAB key, move to Status Code field of OINV and type **660**.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Upon successful change of status code OILN records will be reverse posted and payment, receipt (if all-in-one) and approval records canceled.

5 ORDER PAYMENT

5.1 Add Order Payment Header/Line(s)

Overview

The AGPS user is provided the capability to add order payment header/line(s) (OPAY/OPLN) for processing payment of commodities for individual order lines. This is accomplished by use of the OINV screen.

Inputs

! Required order number

! Required vendor invoice number

Outputs

! Update of OPAY and OPLN Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order payment header/line(s) is to be processed.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OINV	**Vendor invoice number** must be, combined with order number, a valid record in the OINV Table.
	2. Add OPAY/OPLN record data into AGPS.
	a. Using the procedures of 4.7 Post Order Invoice Header above, post the order invoice header record.
	NOTE: The required OPAY header record and all required OPLN line records will be created ready for processing. Additionally, any required approvals for processing of order payment will be created and must be processed before the user will be permitted to process the created payment records to accounting. See 5.3 Approve (Post) Order Payment Header/Line(s) below for OPAY posting procedures.

5.2 Change/Approve Order Payment Header

Overview

The AGPS user is provided the capability to maintain the payment header for an order in AGPS for payment processing. By using the OPAY screen the user may change the order payment header document in AGPS. This is accomplished by use of the OPAY screen.

Inputs

! Required order number

! Required vendor invoice number

Outputs

! Updated OPAY Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order payment header is to be changed.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OPAY	Order **vendor invoice number** must be a valid invoice for the order number in the OPAY Table.
	2. Change OPAY record data in AGPS.
RIP 4: OPAY	a. If you are not in the OPAY screen, type **OPAY** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Vendor Invoice No field and type desired invoice number.
	e. Press RETURN/ENTER. Requested record should be displayed.
	f. Type **CHANGE** in the Function Line.
	g. Using the TAB key, move to Approve Payment field and type **Y**.

Cross-Reference Steps

h. Using the TAB key, move to Sched Pay Date field and type desired scheduled payment date. This date will be calculated by the system if not entered by the user and **N** is entered in the Sched Pay Date OK field.

i. Using the TAB key, move to Sched Pay Date OK? field and type **Y** or **N** as circumstances require. Normally this will be **Y**.

j. Using the TAB key, move to Receipt Date field and type desired date the goods or services were received.

k. Using the TAB key, move to Acct Period field and type desired fiscal month and year in which payment should be posted, if different the from current accounting period. This can be done during the 45 day close, and during the first 3 working days of each month when 2 accounting months are open, and is based on actual delivery date.

l. Using the TAB key, move to Budget FY field and type desired fiscal year in which payment should be posted.

m. Using the TAB key, move to Single Check field and type desired single check indicator. Valid entries are **Y** and **N**. **Y** indicates payment is to be processed in a single check to the vendor with no other payments. **N** indicates that payment can be combined with other payments to the vendor.

n. Using the TAB key, move to Part/Final field, if final payment, type **F**.

o. Using the TAB key, move to Vendor Number (location code) field and type desired vendor location code if different from order/invoice vendor. Only allowed for order document type BPM, BPV or LDO.

p. Using the TAB key, move to Comments field and type desired comment text. The first 16 characters will be sent to the accounting system and will print on the check stub.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Cross-Reference Steps

NOTE: Once the Approve Payment field is updated to **Y**, only the status code field can be changed. If a field other than status requires a change, the Approve Payment field must be changed to **N** first, then make the required changes. Follow the above procedures for approving the payment.

5.3 Post (Process) Order Payment Header/Line(s)

Overview

The AGPS user is provided the capability to process completed order payment header/line(s) (OPAY/OPLN) records to accounting. This is accomplished by use of the OPAY screen.

Inputs

! Required order number

! Required vendor invoice number

Outputs

! Updated OPAY, OQTY and OAMT Tables

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order payment header/line(s) is to be processed, Approve Payment = Y.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OPAY	**Vendor invoice number** must be a valid invoice for the order number in the OPAY Table.
	2. Inquire of OPAY record in AGPS.
RIP 4: OPAY	a. If you are not in the OPAY screen, type **OPAY** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Vendor Invoice No field and type desired invoice number.
	e. Press RETURN/ENTER.
	3. Approve (post) OPAY/OPLN record(s) in AGPS.
	a. Type **CHANGE** in the Function Line.

Cross-Reference Steps

b. Using the TAB key, move to Status Code field and type **635**.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

A payment record will be generated by the system and passed to accounting on-line.

5.4 Inquire Order Payment Header

Overview

The AGPS user is provided the capability to inquire individual order payment header (OPAY) records. This is accomplished by use of the OPAY screen.

Inputs

- Required order number
- Required vendor invoice number

Outputs

- Display of requested record

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order payment header is to be inquired.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OPAY	**Vendor invoice number** must be a valid invoice for the order number in the OPAY Table.
	2. Inquire of OPAY record in AGPS.
RIP 4: OPAY	a. If you are not in the OPAY screen, type **OPAY** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Vendor Invoice No field and type desired invoice number.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

5.5 Inquire Order Payment Line(s)

Overview

The AGPS user is provided the capability to inquire order payment line(s) (OPLN) records. This is accomplished by use of the OPLN screen.

Inputs

! Required order number

! Required vendor invoice number

! Required vendor payment line number

Outputs

! Display of requested record

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order invoice line(s) is to be inquired.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OPAY	**Vendor invoice number** must be a valid invoice for the order number in the OPAY Table.
RIP 4: OPLN	**Order invoice line** must be a valid invoice line for the order number in the OPLN Table.
	2. Inquire of OPLN record in AGPS.
RIP 4: OPLN	a. If you are not in the OPLN screen, type **OPLN** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Vend Invoice No field and type desired invoice number.
	e. Using the TAB key, move to Line No field and type desired order invoice line number.
	3. Press RETURN/ENTER.

Cross-Reference Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

5.6 Payment Approval Processing

Overview

The AGPS user is provided the capability to process payment approvals generated by the system for (OPAY/OPLN) records from an OINV post (SC = 640/650). This is accomplished by use of the OPAY and PAPV screens.

Inputs

- Required order number
- Required vendor invoice number
- Required AGPS invoice number
- Required approval record keys

Outputs

- Update OPAY and PAPV Tables

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order payment header/line(s) require approval processing. Status will be 626.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OPAY	**Vendor Invoice number** must be a valid vendor invoice number for that order number in the OPAY Table.
EAP 4: PAPV	**Document number** must be a valid order number for a valid OPAY record in the OPAY Table.
	Document suffix must be a valid AGPS invoice number for a valid OPAY record in the OPAY Table.
	2. Inquire of OPAY record in AGPS.
RIP 4: OPAY	a. If you are not in the OPAY screen, type **OPAY** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.

Cross-Reference Steps

d. Using the TAB key, move to Vendor Invoice Number field and type desired vendor invoice number.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested OPAY record.

Identify payment/receipt records requiring approval, status code = 626.

4. Inquire of PAPV record in AGPS.

EAP 4: PAPV

a. If you are not in the PAPV screen, type **PAPV** in the Function Line and press RETURN/ENTER.

b. Type **INQUIRE** in the Function Line.

c. Using the TAB key, move to Document field and type desired order number.

d. Using the TAB key, move to Vend Invoice No field and type desired AGPS receipt/invoice number.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display first PAPV record in the Table for the specified order number and AGPS invoice (suffix).

6. Using the procedures of Section 13, Electronic Approval Processing, Chapter 2, Procedures, process the PAPV record for approval.

5.7 Cancel Order Payment

Overview

The AGPS user is provided the capability to cancel an order payment record in accounting if a check has not been issued. Once the payment is canceled, the same invoice can not be resent to accounting. This is accomplished by use of the OPAY screen.

Inputs

! Required order number

! Required vendor invoice number

Outputs

! Updated OPAY, OINV, OQTY and OAMT Tables

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency's order for which order payment is to be canceled. The OPAY status must be **636**, and the check number field must be spaces.
ORDR 4: ORDR	**Order number** must be a valid number in the ORDR Table.
RIP 4: OPAY	**Vendor invoice number** must be a valid invoice for the order number in the OPAY Table.
	2. Inquire of OPAY record in AGPS.
RIP 4: OPAY	a. If you are not in the OPAY screen, type **OPAY** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Vendor Invoice No field and type desired invoice number.
	e. Press RETURN/ENTER.
	3. Cancel OPAY record in AGPS and accounting.
	a. Type **CHANGE** in the Function Line.

Cross-Reference Steps

b. Using the TAB key, move to Status Code field and type **697**.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

The status will return at **698**.

5. Following procedures of 4.8 Reverse Post Invoice Header, change the status code on the invoice header to **660** to reverse post.

6. Following procedures of 4.4 Cancel Order Invoice Header, change the status on the invoice header to **696** to cancel.

7. If necessary, following procedures of 3.8 Reverse Post Order Receiver Header, change the status code on the receiver header to **660** to reverse post the receipts for which the payment was canceled.

8. If necessary, following procedures of 3.4 Cancel Order Receiver Header, change the status code on the receiver header to **696** to cancel.

6 INQUIRE RECEIPT, INVOICE, AND PAYMENT RECORDS

6.1 Inquiry of Receipt, Invoice, and Payment Records

Overview

The AGPS user is provided the capability to inquire various records used in the receipt, invoice, and payment process by use of different keys.

Inputs

! Required key(s)

Outputs

! Display of requested record(s)

Completing The Procedure

Cross-Reference	Steps
	1. Determine the record to inquired.
	2. Inquiry of receipt, invoice, and payment data in AGPS.
	a. If you are not in the desired screen, type desired screen name in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to the required key field(s) and type desired key(s).
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.
	Receipt, Invoice, and Payment inquiry screens are as follows.
RIP 4: OIAS	**OIAS** - Order Invoice by Agency and Status. This screen is for inquiry of a listing of order invoices by bill-to agency and status. Key is bill-to agency, status, order and invoice number.

Cross-Reference	Steps
RIP 4: OIMI	**OIMI** - Invoices by AGPS Invoice Number. This screen is for inquiry of a listing of order invoices by AGPS invoice number. Key is AGPS invoice number, order and vendor invoice number.
RIP 4: OINI	**OINI** - Order Invoices by Vendor Number Table. This screen is for inquiry of a listing of order invoices by vendor number. Key is vendor number, vendor invoice number and order number.
RIP 4: OPAG	**OPAG** - Order Payment Accounting Distribution Table. This screen is for inquiry of a listing of order payment accounting distribution table records. Key is order number, invoice number and accounting distribution number.
RIP 4: OPAS	**OPAS** - Order Payment by Agency and Status. This screen is for inquiry of a listing of order payments by bill-to agency and status. Key is bill-to agency, approval status, invoice number and order number.
RIP 4: OPER	**OPER** - Order Periodic Payment Inquiry. This screen is for inquiry of a listing of order periodic payments by periodic payment indicator, frequency and order number. Key is periodic payment indicator, frequency, order number and line number.
RIP 4: OPMI	**OPMI** - Payments by AGPS Invoice Number. This screen is for inquiry of a listing of order payments by AGPS invoice number. Key is AGPS invoice number, order number and vendor invoice number.
RIP 4: OPST	**OPST** - Payments by Status Code. This screen is for inquiry of a listing of order payments by status code. Key is status code, order number and vendor invoice number.
RIP 4: ORAS	**ORAS** - Order Receipt by Agency and Status. This screen is for inquiry of a listing of order receipts by requisition agency and status. Key is requisition agency, status, order number and receiver number.
RIP 4: ORBD	**ORBD** - Order Receipts by Line and Date. This screen is for inquiry of current receipt information for an order line by order number and line number. Data displayed is order number, line number, total number of receipts, cumulative OQTY receipts and invoiced quantity, receipt date, receiver number, quantity received, unit cost and receipt status.
RIP 4: ORL2	**ORL2** - Order Receiver Line Table #2. This screen is for inquiry of order line receipt information, including whether receipt is partial or final, and if receipt was rejected by GFS, the reject reason.